A sample payroll deduction gift with designations.

## How to make a gift

Print all information using a ball point pen. Please write firmly.

Be sure you have a pledge card and a "Catalog of Caring" for the 2001 Combined Federal Campaign of the National Capital Area.

If your CFC Keyworker has not done so already, fill in your name, organization, and CFC reporting number.

On the second line, fill in your work address and zip code, your social security number when electing to make a payroll deduction pledge, and your complete daytime telephone number (so that CFC auditors can reach you in case there is a question about your pledge card). Payroll location is for Department of Defense only.

"Most Common Payroll Pledge
Amounts" are simply the most frequent
amounts chosen by military and civilian
employees through payroll deduction.
They are not intended as any minimum or
suggested level of appropriate giving.

For Military Payroll Giving (12 pay periods), enter the amount to be deducted each pay period, multiply by 12, and enter that amount in Total Gift.

For Civilian Payroll Giving (26 pay periods), enter the amount to be deducted each pay period, multiply by 26, and enter that amount in Total Gift.

For cash or check gifts, put an "x" next to "cash" or "check" and enter the amount in Total Gift. Checks can be made payable to Combined Federal Campaign.

Each charity and each federation has a 4-digit designation code. These codes are assigned specifically to the charity or federation and may be found in the 2001 "Catalog of Caring". You may direct your gift by recording the appropriate 4-digit code in the boxes provided. The total annual amount to each selection goes in the box to the right of the code. You may also select the International Designation Option:" IIII — for distribution to all charities listed in the international section. Distribution will be made in the same proportion as agencies receive designations. You may only designate organizations listed in the 2001 "Catalog of Caring" of the CFC of the National Capital Area. Write-ins are prohibited.

If you pledge 1% of your yearly gross salary, whether by payroll deduction or by check or cash, you qualify for an Eagle Award lapel pin. If you pledge 2% or more, you qualify for the Double Eagle Award. Indicate a gift at either of these levels by initialing on the line under the eagle or eagles.

If you made a payroll deduction pledge, be sure to sign and date the authorization so that your payroll office can make the deduction or allotment.

Check the "I DO" box if you want your name, and address or home email address released to the recipients of your designations and enter your home address. Check the "I DO NOT" box if you do not want your name released to the recipients of your designations.

If you need more information, call the CFC Helpline at 202-628-2711, 2712, or 2713 from 9:00A.M. to 5:00 P.M., Monday through Friday, or visit our website at www.cfcnca.org

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